



Department of Real Estate

AUDITOR AS A CAREER

Equal Opportunity Employer

The Department of Real Estate regulates the real estate industry in California. Offices are maintained in Sacramento, Fresno, Los Angeles, Oakland, and San Diego. The largest offices are in Sacramento and Los Angeles. Auditors work within a geographic area with occasional overnight travel.

Periodic employment opportunities are available for these various locations for those who successfully compete in the open Auditor I examination. The Auditor I classification is the recruiting, training, and working level class. An employee in the Auditor I classification receives on-the-job instruction and performs work that will provide practical experience in the application of auditing principles. See below for a description of this classification. Applications and information on current examinations, available positions for DRE and other state departments is maintained at the State Personnel Board's Web site <http://www.spb.ca.gov>.

Auditor I

Typical Duties

An Auditor I conducts routine and follow-up office or field audits of the accounts and records of licensed real estate brokers in order to determine whether the licensees are in compliance with the Real Estate Laws and Commissioner's Regulations. The first four to six months of employment are spent training. Reading, studying and discussing the Audit Manual, Department policies and procedures, audit programs, working papers, Real Estate Law and Reference Books. Assisting in audits performed by experienced auditors. After four to six months, the Auditor I will perform, (under close supervision), random and scheduled audits of mortgage loan brokers, property management and resale field audits to determine if licensees are in compliance with the Real Estate Laws and Regulations.

Minimum Requirements

Education: Equivalent to graduation from an accredited college, with specialization in accounting. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)
Or II: Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy including courses in elementary and advanced accounting, auditing, cost accounting and business law.
Or III: Completion of the equivalent of 19 semester hours of course work, 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting and three semester hours of business law. (Persons who will complete course work requirements outlined under II and III above during the current semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

Salary

\$2764 - \$3361 per month

NOTE: A recruitment incentive provides for a starting salary of **\$2903** per month.

Time served in this class will qualify incumbents to examine for the promotional General Auditor II and III positions.

Testing Information

Department of Real Estate, Personnel Office
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